

OFFICIAL  
PERSONNEL BOARD MINUTES  
Wednesday, November 18, 2009

**CALL TO ORDER**

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Dave Thomas, Anna Marie Jones and Ed Fuentes

City Staff: Human Resources Director Tami Yuki, and Public Services Director Klara Fabry.

Absent: Ed Comerford

**Draft of Annual Report to Council**

Director Yuki said the annual report has the same format as last year's report. Under "Personnel Board 2009 Accomplishments", delete "Recommended the extension of one eligibility list" to "Recommended to extend one job classification from the eligibility list". Add, "Proctored two written exams". Under "Future Goals" add, "Continue to proctor written exams and evaluation tests as needed and "Attain full Board membership". The Annual Report to Council will be presented to Council at the December 8, 2009 meeting.

**CONTINUE REVIEW JOB DESCRIPTIONS**

**1. Maintenance Services Manager Series**

Under "Additional Essential Duties" "Knowledge of" Director Yuki said that Community Services Director Schwartz said that the Public Works Department does the inspection. Delete "Inspection procedures" leave "Basic of concrete construction". Under "Ability to", Delete the first sentence and replace with "Understands the impact of trees on sidewalks and mitigation alternatives".

Under "Water Services Manager" Public Services Director Fabry said that the first sentences should be changed to "Coordinates the overall management of the water system to ensure the short term and long term sustainability of the water system related assets and equipment. Delete "Additional Knowledge, Skills, and Ability".

Under "Streets, and Storm Services Manager" change the first sentence to "Coordinates the overall management to ensure the short term and long term sustainability of the transportation and storm water system". Delete "Additional Knowledge, Skills, and Ability".

Under "Wastewater Services Manager" change the first sentence to "Coordinates the overall management to ensure the short term and long term sustainability of the transportation and storm water system". Delete "Additional Knowledge, Skills, and Ability".

Under “Wastewater Services Manager” Personnel Board Member Jones asked for an explanation of the following sentence: “Produces and inputs orders as well as update the asset information pertinent to the Section” Public Services Director Fabry replied that Streets and Storm Services is working on an information system where all the pipes and all of storm system is mapped of and entered into the maintenance system. This system will help to identify the maintenance that will be performed at a later date.

Under “Knowledge of” place “semicolon after abatement” and remove “comma after graffiti”.

Under “Wastewater Services Manager” change the first sentence to “Coordinates the overall management to ensure the short term and long term sustainability of the wastewater system. Delete “Additional Knowledge, Skills, and Ability”. Under “Knowledge of”, delete “geography of the City including” add “topography” delete “location” delete “Additional Knowledge, Skills, and Ability”. On page four under “Ability to” add “GIS maps and technical drawings”.

Under “Central Garage Manager” change the first sentence to “Coordinates the overall management of the City’s vehicle fleet and all its related assets, including all fueling systems”. Delete “Additional Knowledge, Skills, and Ability”. Under “knowledge of”, delete “knowledge of” and “and”. Move “Including welding, machine shop functions” to the third paragraph after “procedures”. Delete “Skill in” delete” the last sentence” under “Skill in”.

The format for the Building and Facilities Manager should be the same as the rest of the Managers Series. Under “Building and Facilities Manager” delete “Distinguishing Characteristics” Under “Additional Essential Duties”, delete “examples” Under “Additional Essential Duties” add to the last sentence “supporting system such as electrical, mechanical, plumbing, alarms, heat, ventilating and air conditioning”. Capitalize “City” throughout the “Building and Facilities Manager job description”. Delete “Additional Knowledge, Skills, and Abilities”. Knowledge misspelled “Correct Knowledge” delete “Skills in”

Personnel Board Member Fuentes made a motion to accept the job descriptions in the Maintenance Services Manager Series with edits. Personnel Board Member Jones seconded the motion. The motion passed unanimously.

## **2. Water System and Conservation Manager**

Director Yuki stated that the Water System and Conservation Manager is a new position that was approved in the budget.

Under “Definition”, add, “Services” to “Deputy Public Works Director” “capitalize City” throughout the job description. Under “ Essential Duties and Responsibilities” the fifth sentence from the bottom has been deleted and changed to “Identifies and recommends appropriate use of technology to enhance the water system”. Under “Knowledge of”, add “Principles and practices of business correspondence and report writing”. Under “Ability to”, add “Communicate clearly and concisely, both orally and in writing”. Under “Special Requirements” add “both” Water Treatment Operator Certificate (T2) and a

Grade 4 Distribution Certificate (D4) by the probationary period. Add "Selection Guidelines verbiage"

Personnel Board Jones made a motion to accept the Water System and Conservation Manager with edits. Personnel Board Member Fuentes seconded the motion. The motion passed unanimously.

#### **D. Board Members Comments**

Personnel Board Member Fuentes asked when is the next submission of the EEO-4 report. Director Yuki said that the EEO-4 report has been already submitted. Because of the long agenda in November, Director Yuki said that the EEO-4 would be added to the December agenda. Personnel Board Member Fuentes asked Director Yuki to do an analysis comparing this year's EEO-4 report to the previous EEO-4 report.

Personnel Board Member Fuentes inquired when the next budget review will take place. He said that the organizational charts are not accurate. Director Yuki said that she checked with the departments to make sure that all the organizational charts were accurate. All the organizational charts that Director Yuki gave to the Board have been accurate. She said that the organizational chart for Public Services Department is different because some changes were made after the budget passed. Director Yuki said that the budget study sessions are open to the public.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Marie Fir  
Secretary